

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING DENVER TIME, ON **June 23, 2003**.

BEFORE AWARD, ANY QUESTIONS REGARDING THESE SPECIFICATIONS MAY BE DIRECTED TO JANETTE CISNEROS. AFTER AWARD, REFER ALL QUESTIONS TO THE CONTRACT ADMINISTRATOR WHOSE NAME WILL APPEAR IN THE UPPER PORTION OF THE PURCHASE ORDER. (303) 236-5292. NO COLLECT CALLS ACCEPTED.

SPECIFICATIONS

U.S. GOVERNMENT PRINTING OFFICE
Building 53, Room D-1010
Denver Federal Center
Denver, Colorado 80225-0347

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK'd press sheets
P-8. Halftone Match (single/double impression)	OK'd press sheets
P-9. Solid & Screen Tints Color Match	OK'd press sheets
P-10. 4-color Process match	OK'd press sheets

Special Instructions: In the event that the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Approved Contract Proof, Camera copy, Government furnished visuals, average type dimension in publication.
- P-8. Approved Contract Proof, Camera copy.
- P-9. Approved Contract Proof, Pantone Matching System colors.
- P-10. Approved Contract Proof, Progressive Proofs, Government furnished sample.

PRODUCT: Adhesive-bound book consisting of 192 text pages plus a return mail postal card, plus separate wrap-around cover.

TITLE: "USAF Academy Catalog – 2003-2004".

QUANTITY: 83,415 Books.

No quantity variation allowed.

TRIM SIZE: 8-3/8 x 10-7/8".

GOVERNMENT TO FURNISH: The Government will furnish, f.o.b. Denver Regional Printing Procurement Office, the following:

1. One CD-ROM disk containing the text document. One CD-ROM Disk containing the Cover art. Mac G4 w/OS 9.2, QuarkXpress (4.0), Adobe PhotoShop (6.0), Adobe Illustrator (8.0). GPO Form 952 and related digital information sheets.
2. One color visual of Covers 1 and 4 plus spine. Black and White hard copy visual of text. Previously printed similar sample book (2002-2003 catalog).
3. Label for use with Blue Label samples, and one disc in Microsoft Access/comma delimited format for laser-printed address labels the contractor is to generate. This disk will be furnished when the proof is returned.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

INSPECTION OF FILES: Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See below for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely.

Contractor to perform a basic check, preflight of the furnished files. Check for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- 1) Color issues and shifts (RGB color data, no spot colors, loss of black plate);
- 2) Page integrity (text reflow);
- 3) Missing pre-press features (e.g. bleeds, trim marks), creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency;
- 4) Loss of text characters from graphic elements; and
- 5) Defining proper file output selection for the imaging device being used.

Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery. Prior to making any revisions, the contractor must make a "copy" of the original files, then proceed to make any revisions required. All files must be imaged as necessary to meet the assigned Quality Level.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

RIGHTS IN DATA: The fonts provided (see “GOVERNMENT TO FURNISH” above) are the property of the ordering agency and are provided for use on this order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor archive immediately after completion of the production run.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH” necessary to produce the product(s) in accordance with these specifications.

FILMS FROM ELECTRONIC FILES: The contractor must make all films required. Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all flat screens, halftone illustrations, and/or 4-color illustrations equivalent to 175-line. NOTE: At contractor's option, outputting of electronic files direct to plate may be employed.

Contractor will be required to make any color conversions required from RGB to Pantone color and/or CMYK and any color correction that may be required.

Films, if any must be returned five days after delivery of the finished product.

PROOFS: Composite Dylux, or similar proofs with spot color screened for recognition. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

In addition, submit complete set of one-piece laminated color proofs of the Cover pages and/or text pages printing in 4-color process. At contractor's option, digital color proofs (Kodak Approval, Screen TrueRite, 3M Digital Matchprint Laser or similar) with a minimum resolution of 1800 dpi may be furnished. Proofs will be used for color match on the press. These proofs must have all elements in proper position. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. Dye Sublimation (Rainbow), Color inkjet (Dupont Digital Waterproof, Iris), photographic, and overlay proofs are not acceptable.

NOTE: Proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that proofs are available for pickup. The first workday after receipt of proofs by the Government is day one of the hold time.

Proofs, along with the Government furnished material (GFM), a copy of the specifications, contractor's proof cover memo, and information identifying a point of contact and their phone number at the contractor's plant, will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished “proof” label (GPO Form 892) and include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. Cost of transporting of proofs and materials both ways is to be borne by the contractor. Contractor has the option of using his/her own personnel to pickup and deliver proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

If there are any author's alterations or delays caused by the Government in the handling of proofs, it's the contractor's responsibility to notify the GPO so that an extension and/or price adjustment may be made by Contract Modification.

Submit proof to the following: Attn: Jim Westover; DAPS USAF Academy; 8122 Edgerton Drive; USAF Academy, CO 80840.

PRESS SHEET INSPECTION: Representatives of the Air Force Academy will retain the option to ***inspect on-site during printing and binding*** at the contractor's facility. Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the

press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

All printing and bindery is to take place contiguously (bindery following printing operations) with no more than 24 hour delay. The contractor shall notify the Government Printing Office of the date and time the press sheets will be available. In order that proper arrangement can be made, notification must be given at least 5 workdays in advance of the time scheduled for inspection of the press sheet. Notify the Contract Compliance Officer, Denver Regional Printing and Procurement Office (303) 236-5292 and Jim Westover, DAPS USAF Academy. (719) 333-2350.

Progressive Press Sheets on Cover: During production the contractor shall pull two sets of progressive press sheets. The progressive press sheets must show each color separately and in progressive combination. They must also contain one color bar for each color, either a gradient tint scale or half solid and half 70% screen density, placed parallel to the ink rollers. Mark progressives to show the order and/or combination in which the colors were printed.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All cover paper must have the grain parallel to the spine.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

TEXT: White Litho-Coated Book, (basis weight 25 x 38", 50 lbs. per 500 sheets) equal to JCP Code A170.
Note: All paper must be from the same lot number.

POSTAL CARD INSERT: White Index, (basis weight 25-1/2 x 30-1/2", 110 lbs. per 500 sheets) equal to JCP Code K10.

COVER: White Cast-Coated 2-Side Cover, 10 point, equal to JCP Code L80.

PRINTING: Covers 1, 4 and spine print in 4-color process with heavy ink coverage and full bleeds, and surface coat with gloss UV or aqueous coating after printing (off-line). Cover 2 prints Black, plus 2 Pantone colors (PMS 877 Silver and PMS 541 Blue). Cover 3 prints Black ink only with full bleeds. Text consists of 192 pages with no blanks. The following 10 text pages print in 4-color process: 18, 52, 138, 139, 150, 151, 161, 162, 175 and 176. The 4-color pages will print with full page size illustrations and full bleeds. Balance of text prints Black and Pantone 541 Blue (spot color) through-out with some pages bleeding one or more sides. Spot gloss varnish all photos scattered through-out. Drop shadows and keylines around photos print. Text contains numerous cross-over copy images that must align across the gutter on facing pages.

POSTAL CARD INSERT: Print face and back (landscape orientation) in black ink, and bind into book as the last text leaf before Cover 3 (also see BINDING hereinafter). Postal card insert is the same size as text (8-3/8 x 10-7/8").

INK COLORS: Pantone 877 Silver, Pantone 541 Blue, Black and 4-Color Process. Spot gloss varnish for halftones and Gloss Varnish on the covers. The Pantone colors referenced must print as Pantone colors; color builds to match the Pantone colors is NOT acceptable.

INK: If lithographic ink is used in the performance of this contract, the ink(s) shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time increases production costs.

MARGINS: Per copy. Also see above.

BINDING: Perforate Postal Card Insert with two vertical slit or slot type perforations running the full 10-7/8" dimension located 3-1/2" and 7" from outside edge, and one horizontal slit or slot type perforation running the full 8-3/8" dimension located in the exact middle of the page (approx. 5-7/16" from top).

Perfect bind (extra glue required) with wrap-around cover (hinged cover), text pages and postal card insert (following page 192 and before cover page 3), along 10-7/8" bind edge, and trim flush on three sides. Score cover suitably for thickness of spine.

PACKING: Pack bulk copies in shipping containers in units of 12 copies per carton. In addition, pallets are required for all destinations receiving 10 or more shipping containers.

Contractor shall furnish all packing material for shipping containers and pack in such a manner as to provide protection against all the normal hazards of cross-country transportation and warehouse storage. Shipping containers are to be constructed with a lapped body joint and have a minimum bursting strength of 275 pounds per square inch and must not exceed 26 pounds after being filled.

Shipping containers must be packed tightly, add stuffing when necessary, and contents will be in firm contact with top and bottom of container to prevent shifting and crushing in shipment and storage operations. New paper-board or corrugated pads will be inserted at top and bottom of each container to protect content materials. Container will be sealed with a water-resistant adhesive applied to the full area of contact between flaps. This is the preferred method of sealing cartons. However, a combination of securely stitching the bottom set of flaps and sealing the top set with water-resistant adhesive is permissible. When this method is used, stitching will be done with steel staples or stitching wire not less than 0.017 inches thick and 0.098 inches wide. The staple or wire must be treated with a coating or plating such as enamel or copper wash which is not readily removable. Containers are to be reinforced with 3-inch wide tri-directional gummed tape. Use two strips – one each over the top and the bottom centered seams of the carton with the ends extending over the carton ends not less than 2-1/2 inches in length.

LABELING AND MARKING (Package and/or Container label): Contractor to produce an indicia label that will be affixed to each single mailer (to outside back cover) and each unit of packaged mail. This indicia label must print with HQ USAF return address and the mailing permit number in Black ink. The indicia label must specify "No Return/Forward Statement" for all individual copies mailed and "Return Postage Guaranteed/Forward, and Address Correction Requested" for bulk shipments. Mailing address furnished on diskette, contractor required to generate and affix the address label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in shipping cartons. Disk will be furnished to the contractor with return of proofs.

Label each carton with the project number, total quantity of contents, and a short title.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list. A copy of the JACKET NO./ SPECIFICATION and a signed Government-furnished certificate of selection must be included.

DISTRIBUTION: All shipping containers must clearly indicate the contents contained therein. The following quantities for shipping and/or mailings are anticipated. Numbers (quantities) may vary slightly upwards or downwards due to fluctuating demands.

Mail f.o.b. contractor's city as follows:

- 39,190 catalogs: To be mailed individually to high schools, libraries, and various government and civilian institutions.
Fourth Class Bulk Rate (Standard Bulk Piece/Pound rate: Domestic Mail Manual Exhibit 600.3.3) – Mail one individual copy to 39,190 destinations. Contractor to deliver labeled copies to local Post Office for mailing.
- 22,644 catalogs: 12 per carton, 1,887 cartons and mailed by contractor.
Special Fourth Class Rate (Domestic Mail Manual, Exhibit R600.8.0 and Ratefold Notice 123, Mar 1999) – Contractor to deliver labeled cartons to local Post Office for mailing.

Contractor required to provide postage paid bulk permit from the Post Office facility they intend to use for mass mailing. Cost of permit must be borne by contractor. The contractor must apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting the appropriate US Postal Service verified mailing statements, containing postage computations, within 5 workdays of receipt from the US Postal Service to: Attn: Claudia Thew; HQ USAFA/RR; 2304 Cadet Drive, Suite 210; USAF Academy CO 80840-5025. Contractor must arrange for and provide the bulk permit prior to ship date. Note: Payment of postage cost will be made via electronic funds transfer direct to the printer– as no checks will be issued from USAFA.

IMPORTANT: Contractor to provide the Government with accurate weights of the above mailing pieces at least one week prior to shipping date.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail".

Ship f.o.b. destination as follow:

- 3,900 catalogs: 12 per carton, 325 cartons, palletized, and delivered to:
 Air Force Publications Distribution Center
 Attn: Traffic Management
 3800 Eastern Blvd.
 Baltimore, MD 21220-2898
- 17,664 catalogs: 12 per carton, 1,472 cartons, palletized, and delivered to:
 HQ USAFA/RRMM
 8110 Industrial Drive, Door 11
 USAF Academy, CO 80840
 (These copies INCLUDES BLUE LABEL SAMPLES SENT TO THIS ADDRESS)

1 catalog plus all furnished materials, films and/or digital deliverables to:

DAPS USAF Academy
Attn: Jim Westover
8122 Edgerton Drive
USAF Academy CO 80840

1 catalog to:

U.S. Government Printing Office
Depository Receiving Section
Jackson Alley, Room A-150
Washington, D.C. 20401

Marked: "Depository Copy", Item "0425-A"

15 catalogs to:

Library of Congress
Anglo-American Acquisitions Division
Government Documents Section
101 Independence Ave., SE
Washington, D.C. 20540-

Marked: File Copies

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket number, requisition number, total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

SCHEDULE: Furnished material (except disk contained address labels) will be available for pick up at the U.S. Government Printing Office, Building 53, Room D-1010, Denver Federal Center, Denver, Colorado 80225, on June 30, 2003.

Deliver proofs to the ordering agency (see page 4) as soon as possible. First proof will be ready for pick up within 3 workdays after receipt at the agency; revised proofs, if required due to contractor's errors, will be ready for pickup within the same number of workdays after receipt at the Agency.

Complete production and distribution must be made by close of business on August 1, 2003.

The date indicated above is the date products ordered for delivery and/or shipment *f.o.b. destination* must be delivered in-hand at destination and for date delivery and/or shipment *f.o.b. contractor's city* must be delivered to the US Post Office for mailing.

BIDS: Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 100 Books, *f.o.b. destination* Washington, D.C. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, and will not be a factor for determination of award.

SUBMISSION OF BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the "Government. Facsimile bids transmitted direct to GPO offices will not be considered.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site "<http://www.gpo.gov/procurement/gpo3881.pdf> " as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT: Submit all vouchers/invoice to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW. Washington, D.C. 20401**.

BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ALSO ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT WITH ALL PERTINENT INFORMATION COMPLETED.